

A GUIDE TO PREPARING A JOB APPLICATION FOR A POSITION WITH THE CENTRAL WEST WOMEN'S HEALTH CENTRE INC.

If you are unfamiliar with job application procedures, the following may be useful information to assist you with your application.

A well written application will give you the best possible chance of an interview for the advertised position and may demonstrate to the Selection Panel that you possess sound written communication skills and the ability to write concisely.

YOUR APPLICATION

All applications should include information that is relevant to the advertised position and should be to the point. They should be in three parts and include:

1. A supporting letter stating why you think you are the best person for the job. Enough detail must be shown to convince the Selection Panel that you are an applicant who should be interviewed. The detail you provide in your application must be relevant to the position.
2. A section in which the criteria for the position are broken down under separate headings and you convincingly demonstrate that you meet these requirements by including specific examples.

For example, for criteria such as "networking and community liaison skills" you may want to include how networking and community liaison is done, what your past experience is, and what organisations relevant to this position you feel would be important to work with.

Please do not break down every point in the position description. It is important for the application to be concise as the Selection Panel may have dozens of applications to read.

If you have worked for the Centre in the past, do not take it for granted that the Selection Panel will know all about your experience. The Selection Panel must follow strict EEO guidelines in which

everyone has an equal opportunity to an interview. If your application is not competitive, it will be culled.

3. A resume listing past employment, educational qualifications, courses completed and any other personal certifications that are relevant to the position. Photocopies are also helpful, but do not attach original documents.

As the Centre has a commitment to EEO principles, details of race, religion, nationality, marital status, disability, sexuality, age or family responsibilities should not be included in your resume.

The names of three recent work related referees who may be contacted should be included in the resume. Please ensure contact details are current.

Ideally, application length should be no more than eight pages.

Applications should not be presented in folders, as they are eventually removed from the folders for ease of copying and placement of applications on the recruitment file.

THE SELECTION PROCESS

Basis for selection:

Appointment to positions within the Central West Women's Health Centre is on the basis of merit ie. how your skills, qualifications and experience equip you to perform the duties of the position, relative to all other applicants.

Once all applications for the position have been received, a Selection Panel of 3 to 4 women (including an independent) will convene to examine all applications carefully. Only the people who meet the job criteria and those who appear to be the most competitive applicants for the position will be asked to attend an interview. This is why it is important that you prepare your application carefully.

The interview:

If you are successful in gaining an interview, you should prepare yourself adequately. For example, after investigating the position, its duties and responsibilities, familiarise yourself with the work area and issues that concern it. Read any publications that may be of relevance eg. Annual Report, Strategic Plan etc.

The Selection Panel prepares the questions by analysing the advertisement and position description to determine the skills required to perform the duties effectively. In preparation for the interview, analyse the criteria and think about questions that you would ask if you were an interviewer.

Fifteen minutes prior to an interview, applicants are given the opportunity to read the questions and formulate their responses. Be careful not to get bogged down finding the perfect answers, just jot down the key points that you want to cover.

Original documentation of academic or other qualifications, including those obtained overseas, and any references etc. relevant to the advertised position, as listed in your application, should be brought to the interview. Proof of identification is a legal requirement. You are also welcome to bring samples of your work.

Occasionally, the Selection Panel will contact referees prior to the interview.

Common Interview Problems:

If you are unsure of what the question means, ask the panel member posing the question to rephrase or restate the question.

If your mind goes blank on a matter you know well, raise the points you can remember, and if necessary, ask if you can return to that question at the end of the interview.

If you know an extensive amount of detail on an issue, but are not sure of how much detail is required, briefly summarise the main points, explain you know more and ask the committee if they would like you to expand on any matter in particular.

If you get nervous in interview situations, don't panic! Just relax and take your time, as the panel members understand what it's like and will allow you time to compose your thoughts.

The approval process:

Until the Selection Panel's decision is made and the successful applicant accepts the job offer, no information regarding the interviews will be given out.

A member of the Selection Panel will contact the successful applicant by telephone.

If you are unsuccessful:

If you are unsuccessful in gaining the position, it is important to understand that this is no reflection on you or your capabilities. It merely indicates that at the time of the interview, the Selection Panel found that you were not the person with the most merit for selection to the position when compared with all other applicants, on that occasion.

All unsuccessful applicants will be notified as soon as possible by letter. The letter will contain the person whom you may contact if you wish to obtain additional information about your application and/or interview performance. This discussion can be invaluable in determining if there were any areas of the application or interview process that you may need to modify for the future.

Six months after interviews, all unsuccessful applications will be shredded.

Good luck!